

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION MANAGER - ENGINEERING
CLASS CODE: 2094

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/17/2014 (REVISED 06/05/2007 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction, supervises, plans, coordinates, and directs the activities of the Engineering Division of Public Works.

CLASS CHARACTERISTICS

This is a Division Manager classification level.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the division.

Makes staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.

Supervises and correlates division involvement with volunteer groups, County departments, suppliers, maintenance personnel, and outside agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Supervises and coordinates the design, drafting, engineering calculations, construction reviews, inspections, and funding of County construction projects including office additions, office remodels, outdoor park facilities, parking lots, roads, bridges, and similar Public Works facilities.

Obtains building permits and other needed permits for County projects.

Identifies building codes, safety requirements, ADA requirements, and local requirements and assembles specifications for County project design.

Creates schematic drawings, preliminary drawings, construction drawings, and as-built drawings for County projects.

Supervises inspectors, contractors, sub-contractors, and Engineering division personnel in the design, inspection, and maintenance of County projects to ensure compliance with plans, specifications, codes, and safety considerations.

Supervises subdivision and development review and approval.

Supervises bond estimating and approval and approves bond releases.

Resolves engineering concerns and problems relating to Utah County from citizens, contractors, government agencies, and/or other interested parties.

Supervises the County's storm water activities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Advanced drafting and design applications and techniques.
 Surveying, engineering, and construction principles and applications.
 Building codes, ADA requirements, local codes, and safety regulations pertaining to construction.

Skill in: Algebra, trigonometry, geometry, surveying, applied engineering calculations, and advanced math.
 Reading, writing, and interpersonal communication.
 Document composition.
 Computer aided design, mapping, word processing, and surveying (COGO) applications.
 Analytical problem solving.

Ability to: Communicate technical information effectively verbally and in writing.
 Read specifications, blueprints, and construction plans.
 Coordinate multiple tasks efficiently.
 Maintain cooperative working relationships with those contacted in the course of work activities.

PHYSICAL DEMANDS

Typically: Sits at a desk or table.

Regularly: Walks, stands, or stoops; drives a motor vehicle.

Occasionally: Lifts or otherwise move objects weighing up to 60 pounds. Works for sustained periods of time maintaining concentrated attention to detail. Need to distinguish between shades of color and communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

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EDUCATION AND EXPERIENCE

Equivalent to a Bachelors Degree in Civil Engineering or a related field including course work in advanced math, surveying, engineering principles, computer aided design, and construction; and five (5) years work experience performing professional civil engineering activities including two (2) years in a supervisory capacity.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.; and incumbent may be required to possess a State of Utah Professional Engineer's License (Civil).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.